



FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR APRIL 28, 2010

CITY of
BALTIMORE
MEMO



TO

Captain John Carr, Fire Department
Mr. Stanford Leach, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Ms. Valorie LaCour, DOT Planning
Mr. John Thumbi, DOT Traffic
Mr. Bill Beatty, Department of General Services
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

DATE: April 28, 2010

In attendance were:

- Eric Tiso, Wolde Ararsa, and Melvin Hicks for the Department of Planning;
- Capt John Carr for the Fire Department;
- John Igwe and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi and Scott Adams for the Department of Transportation;
- Stanford Leach for the Parking Authority;
- James Carroll for the Department of Public Works.

Agenda

1. 5609 Sefton Avenue – City Neighbors Hamilton (K-12 Charter School)
2. 6613-6625 Hartwait Street – Hollabird Manor Condos PUD – Major Modification

5609 Sefton Avenue – City Neighbors Hamilton (K-12 Charter School)

Zoning: R-4

Plans Date: 19 Apr 2010

Block/Lot: 5764-A/001

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±237,140 sqft

Gross Square Footage: Not Listed

In addition to Committee Members and Planning staff, in attendance was:

- Bob Rosenfelt, CMR;
- Aisha Isackson, CNH/HS
- Carla Ryon, CMR; and

Project Summary:

This is the site of the City Neighbors Hamilton and High School, which is a charter school, and they are seeking to expand their program over the next four years into a full K-12 school. An existing one-story building will be demolished, and will be replaced with a parking lot. The traffic flow through the site will be altered, and a by-pass lane for drop-offs will be provided. In the future, a new one-story entry vestibule will be added to the main building. This is the second review.

Comments & Issues:

- Parking/Traffic:
 - Plans have been revised to show one-way traffic beyond the new parking lot. One directional arrow was mistakenly left on the plan, and will be redlined out.
 - A “Do Not Enter” sign needs to be located by the Sefton Street exit to clearly show that vehicles should not enter at that point.
- Accessibility:
 - New handicapped parking spaces have been provided as requested by the committee, with a new ramp to access the school building.
 - A new sidewalk/ramp has been provided by the drop-off lane to provide an accessible path to the front entrance of the school.
 - The project team has been coordinating with the Board of Elections to ensure that accessibility will be provided to future election polling areas.

Next Steps:

- Plans will be redlined and stamped approved.

NOTE:

- Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.
- All approved final site plans must be stamped.

6613-6625 Hartwait Street – Hollabird Manor Condos PUD

Zoning: R-5/R-6 (PUD)

Plans Date: 27 Apr 2010

Block: 6750, **Lots:** 16/17, 18/21, 22/26, 27/30, 31/35, 36/37, 38/39, 40/45, 78A, 79/82, 83/87, 88/91, and 92/93.

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±233,086

Gross Square Footage: ±94,743 total of all buildings

In addition to Committee Members and Planning staff, in attendance was:

- David Diesselhorst, Diesselhorst Group Architects;

Project Summary:

This is an existing Planned Unit Development (PUD) of 1960s garden apartments with 18 dwelling units per building that have been demolished, and are ready for redevelopment. The concept for the late 1990s PUD was for a comprehensive care facility for seniors that did not materialize. The new proposal includes some assisted living care, retail and/or offices, multi-family mid-rise buildings and townhouse-style condominium units. A major amendment is required for this change. This is the second review.

Comments & Issues:

- Environmental/Landscaping:
 - For the row of trees along Dundalk Avenue, please move the row of trees to the street side of the sidewalk.
 - Coordinate species list with Gary Letteron in the Office of Sustainability at 410-396-4369. Landscaping should be close to finalized prior to UDARP review.
 - Ensure all sidewalks are shown at a minimum of five feet in width.
- Parking/Traffic:
 - Overall parking ratio is approximately 1.2 parking spaces per dwelling unit. This ratio may increase if additional garage floors are added to the multi-unit buildings.
 - Ensure all crossings are hatched as crosswalks.
 - Remove the mid-block crosswalk on Eastbourne Avenue. Mid-block crossings may occur, but should not be encouraged by a crosswalk.
 - Connect the sidewalks on each side of Eastbourne Avenue to the Dundalk Avenue sidewalks.
 - Ensure stop bars are shown in appropriate locations, such as exiting the site onto Dundalk Avenue or Hartwait Street.
 - Clearly mark the townhouse court with one-way arrows on the pavement and appropriate signage.
 - Coordinate site work along Dundalk Avenue with the proposed electrical conduit installation with DOT. The project is scheduled to begin in spring of 2011. Contact Manmohan Singh at 410-396-6969 or by e-mail at manmohan.singh@baltimorecity.gov

- Accessibility:
 - Ensure that all handicap ramps on sidewalks are shown with the appropriate sloping.
- Plans/Permits Review:
 - The Fire Department requested that the proposed median on Eastbourne Avenue be removed. They require a minimum of 18' width, preferably 21' width in the street in order to stage the appropriate fire equipment. The traffic circle should also be shown with a fire truck turning template to ensure that the trucks can navigate this space. The circle should be built with mountable curbs, and noted that it will be built to support the weight required for fire apparatus.

Next Steps:

- Submit two complete paper sets of revised plans and one set in .pdf format for final approval and stamp.
- Schedule follow-on review with UDARP.
- Proceed with filing the required legislation application for the PUD.

NOTE:

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- **All approved final site plans must be stamped.**